

***Lafayette County Human Services
Board Meeting Minutes
July 16, 2012***

Lafayette County Human Services provides an array of cost effective, quality services, and community-based support for individuals and families to improve their quality of life.

Board members present: David Hammer, Gerald Heimann, Connie Hull, Richard Roelli, Leon Wolfe
(Brandee Blaine and Sherry Crist were excused)

LCHS staff present: Janet George, Kristine Brunkow, Shane Schuhmacher

Others present: Duane M. Jorgenson, Corporation Counsel

I. CALL TO ORDER

- A. Introduction of New Board Member-Richard Roelli has been appointed to the Human Services Board for a two-year term.
- B. The meeting was called to order by David Hammer at 6:15 p.m. The meeting was properly posted at the Courthouse, City Library, Lafayette County Human Services and e-mailed to The Republican Journal.
- C. Motion by Leon Wolfe, second by Connie Hull to approve the agenda as posted; carried.
- D. Motion by Gerald Heimann, second by Connie Hull to approve the minutes of the June 11, 2012 COA Public Hearing meeting as printed; carried.

Motion by Gerald Heimann, second by Connie Hull to approve the minutes of the June 11, 2012 LCHS Public Hearing meeting as printed; carried.

Motion by Connie Hull, second by Gerald Heimann to approve the minutes of the June 11, 2012 LCHS meeting as printed; carried.

II. PUBLIC COMMENTS

- A. No public comments were submitted.

III. FISCAL REPORT

- A. Discussion and possible action regarding LCHS 2012 Budget Status-See Janet George's Fiscal Report below for up-to-date financial figures.
- B. Ms. George reported unusual payments for LCHS this month were payments to UW Hospital and UW Medical Foundation. These were for one of the EDs that were mentioned last month.
- C. As of June 30, 2012, LCHS has \$2,276,190.58 in revenues and \$1,672,076.72 in expenses. The revenue figure does include the entire 2012 levy of \$1,747,007. Thus far, there has been \$529,183.58 in collections, which is significantly down from last year. LCHS has used \$1,142,893 of the available levy of \$1,747,007 (65%). At this time last year, LCHS had used 39% of the levy.

Ms. George stated there are two main reasons for this: 1) CLTS Program revenues took a large cut and thus the contract advances received in 2011 were significantly higher in 2011; and 2) The clinic receipts have decreased significantly due to staff vacancies.

Ms. George stated however; compared to 2011, the total 2012 expenses are \$408,043 less than at this time last year. The total revenues are \$312,905 less than last year.

- D. Ms. George reported at this time and based on current activity, she estimates LCHS will end 2012 somewhere between \$50,000 under budget and \$50,000 over budget. These figures could change drastically one way or the other if the clinical billing picks up and/or the emergency detention inpatient or child out of home placements increase.
- E. Aging received the 85.21 funding for 2012 on June 29. Total Aging revenues are \$241,981.61 while total expenses are \$15,816.42. Ms. George estimates Aging will end the year at \$10,000 under to \$20,000 over budget.

IV. APPROVAL OF EXPENDITURES

- A. Motion by Connie Hull, second by Leon Wolfe, to approve the LCHS vouchers as scheduled; carried.
- B. Motion by Leon Wolfe, second by Gerald Heimann, to approve the Aging Unit vouchers as scheduled; carried.

V. POLICY AND PROCEDURES

- A. Discussion and possible action regarding Representative Payee Policy & Procedure-Mr. Schuhmacher received a letter from Steve Elmer, Corporation Counsel, and an email from Sandy Deininger, Finance Manager, approving the Representative Payee Policy and Procedure.

Motion by Leon Wolfe, second by Connie Hull to approve the updated Representative Payee Policy & Procedure, carried.

- B. Discussion and possible action regarding Fee Charging Policy & Procedure-Mr. Schuhmacher stated this policy is not completed yet. Mr. Schuhmacher reported LCHS is currently not charging fees for child protective services (supervision of court ordered services) and would like to start charging on a sliding fee scale (\$25/month maximum if on minimum sliding fee).

Mr. Schuhmacher also reported the psychiatrists at LCHS have recently been asked to assess individuals who are applying for disability through social security administration. Therefore, a fee may be involved in completing this assessment.

Mr. Schuhmacher will bring this policy back at a later date for review and approval.

- C. Discussion and possible action regarding Foster Care Payments Policy & Procedure-Mr. Schuhmacher presented this policy and procedure which outlines procedures for monthly foster care payments.

Motion by Gerald Heimann, second by Leon Wolfe to approve the Foster Care Payments Policy and Procedure; carried.

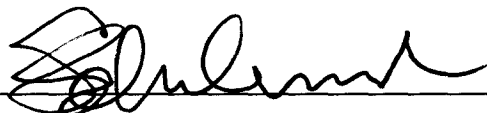
VIII. DIRECTOR'S COMMENTS

- A. Employee Comp and Overtime Report- The total hours for comp time for the period of May 28, 2012 to July 8, 2012 for LCHS was 93.67 hours and the total overtime hours was 22.50 hours (please note this was for three pay periods).
- B. Program Updates
 - i. Educational-Food Stamp Program-Mr. Schuhmacher reported this program is a nutrition assistance program based on income and household size.
- C. Commission On Aging Advisory Report-Leon Wolfe reported the Senior Day at the Fair was well attended.

IX. ADJOURN

- A. The next meeting was set for **Monday, August 13, 2012** at 6:15 p.m. The Audit Committee will meet at 6:00 p.m.
- B. Motion by Richard Roelli; second by Leon Wolfe to adjourn at 8:00 p.m.

Reviewed by



8-13-12

Shane Schuhmacher, Director

Date

Brandee Blaine

Sherry Crist

David Hammer

Gerald Heimann

Connie Hull

Richard Roelli

Jack Sauer

Leon Wolfe